

# HALIFAX

REGIONAL MUNICIPALITY

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Chief Administrative Office - Business Systems and Controls

REPORT ON RESULTS OF CONSULTATION AND APPLICATION OF SPECIFIED  
PROCEDURES ON THE E-VOTING HELP DESK ESTABLISHED FOR THE ELECTRONIC  
VOTING SYSTEM USED DURING THE ADVANCED POLLING FOR THE 2008  
MUNICIPAL AND SCHOOL BOARD ELECTIONS

To the Returning Officer  
Halifax Regional Municipality

The Business Systems and Control Group with the Halifax Regional Municipality provided consultative support in the acquisition and implementation of the Electronic Voting System process for the 2008 Municipal and School Board Elections. The nature and detail of that assistance is outlined in the following table.

In addition, during the advanced electronic voting period of October 4<sup>th</sup> to 6<sup>th</sup>, 2008 we carried out independent testing around the voting registration process provided through the Voter Help Line. The specific procedures were designed to validate compliance with Bylaw A400 in the administration of the Voter Help Centre and related functions during the e-voting advanced poll.

Testing focused on the scripted responses to common questions that might be posed by citizens during the e-voting period. The tests were conducted at random throughout the e-voting period using valid voter information. All exercises were in keeping within the legal requirements of any citizen. These tests complement the procedural testing undertaken by Ernst & Young on the electronic voting portion of the 2008 Municipal and School Board Elections.

The tests conducted by BSC were limited in nature and not intended to, nor do they, represent any processes or procedures conducted outside of the October 4<sup>th</sup> to 6<sup>th</sup> period.



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Manager of Business Systems and Control

Halifax, Canada  
October 20, 2008

HRM Business Systems and Controls			
#	Specified Procedure	Results	Timing and Occurrence of Specified Procedure
1.	Ensure procurement process for e-voting vendor meets HRM procurement policies and procedures	Procurement process and selection of e-voting vendor complied with HRM procurement policies and procedures	Throughout EOI #05-418 and RFP#07-138 related to e-voting
2.	Ensure Council and Administrative decision makers are provided with information and analysis of the risks areas related to implementation of e-voting	By reviewing all presentations and Council reports related to e-voting ensure that an analysis of risk areas was included in the reports and recommendations related to the implementation of an e-voting advanced poll in the 2008 Municipal and School Board elections	During 2005-2008
3.	Oversee the drafting of physical and technical security requirements of the RFP#07-138 for e-voting.	Physical and technical security requirements of RFP #07-138 reviewed as to appropriateness and completeness.	May 2007
4.	Review of the physical and technical security requirements of RFP #07-138	Recommended vendor met or exceeded physical and technical security requirements outlined in RFP #07-138	December 2007
5.	Ensure engagement of 3 <sup>rd</sup> party firm to report to Returning Officer regarding e-voting pilot	RFP let and Ernst & Young engaged in a Specified Procedures Engagement. October 20, 2008 Ernst & Young provide Specified Procedures report to Returning Officer	Before, During & After E-Voting pilot

6.	Conduct Specified procedures to validate compliance with Bylaw A400 in the administration of the Voter Help Centre and related functions during the e-voting advanced poll	<p>Performed specified procedures using disguised callers to ensure Voter Help Centre were administering the restrictions regarding voter assistance as outlined in Bylaw A400.</p> <p>In all instance except one at 7:55pm on Monday October 6, 2008, the specified procedures were followed. This exception to did not constitute a substantial breach in protocol.</p>	Throughout the e-voting advanced poll from 8:00am Saturday October 4, 2008 through to 7:55pm Monday October 6, 2008
7.	File Specified Procedures report related to E-voting Pilot with the HRM Returning Officer	<p>Provided advice as an independent internal party in all decision making and review processes regarding E-voting for the 2008 Municipal and School Board Elections, reported any concerns directly to the Returning Officer and/or CAO and filed a final report with Municipal Returning Officer to be made available to the public on the HRM web site.</p>	From 2005 through to October 24, 2008. Specific Procedures report filed with the Municipal Returning Officer October 22, 2008